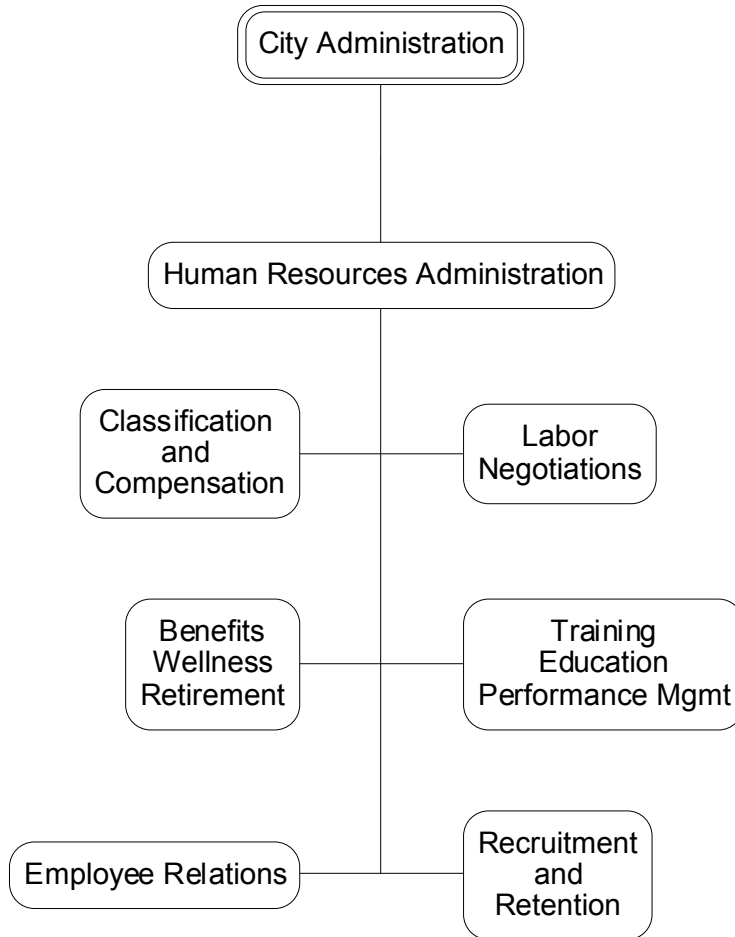


CITY OF ANNAPOLIS
Human Resources Department



Human Resources Department

Fund Support:

General Fund

Description:

The Human Resources Department administers the provisions of the City Charter and Code that pertain to employee appointments and promotions, recruitment and retention, benefits and wellness, classification and compensation, performance and training, personnel records, separation and retirement, and employee and labor relations.

The Director serves as chairman of the Risk Management Committee and as staff liaison to the Civil Service Board and the Public Safety Disability Retirement Board. The Director is also a member of the City's union negotiating team, Police and Fire Retirement Plan Commission and the Employee Recognition Committee.

Mission:

The Human Resources Department is committed to actively recruiting qualified and diverse applicants, retaining employees by offering competitive and comprehensive benefits, providing continuous educational and training opportunities, and ensuring a safe and equitable work environment for all employees and citizens. We embrace a proactive philosophy dedicated to providing exemplary service by identifying significant human resources issues and developing innovative, cost effective solutions.

Services:

- Recruits, examines, and recommends to appointing authorities applicants for authorized City positions.
- Administers entrance and promotional exams, and prepares lists of persons eligible for hiring and promotion.
- Develops and maintains the City-wide classification and compensation plan.
- Develops and administers employee benefits, including health, life and disability insurance, optical, dental, deferred compensation, flexible spending accounts, credit union, leave, workers' compensation and blood donor programs.

- Coordinates the annual performance review program for all City employees.
- Oversees the disciplinary program and subsequent grievance and appeal processes under either union or civil service provisions.
- Participates in the negotiation and administration of firefighter, police, trades, and clerical union contracts.
- Coordinates and administers retirement plans for civilian and public safety employees.
- Creates and implements quality of life mandates, including fair labor standards, family medical leave, harassment, drug abuse, disabilities, and equal employment opportunity.
- Plans, coordinates and delivers City-wide training for employees that foster administrative goals and objectives.

Goals & Objectives:

- Maximize recruitment efforts through technology.
 - Acquire an electronic recruitment process.
 - Analyze sources of applications and target those sources electronically.
 - Focus on police recruiting to increase number of applicants.
 - Identify on-line ad sources.
 - Continue to strive towards City-wide diversity hiring initiatives.
- Establish a comprehensive training program for City employees.
 - Continue to offer EEO/Harassment training and updates.
 - Acquire funding to purchase technology for training room.
 - Acquire technology to assist current employees with promotional opportunities.
- Implement City-wide internship program.
 - Research aspects of a government internship program.
 - Draft a plan for an internship program in the City of Annapolis.
 - Acquire contacts and assistance to execute FY 2009 internship program.

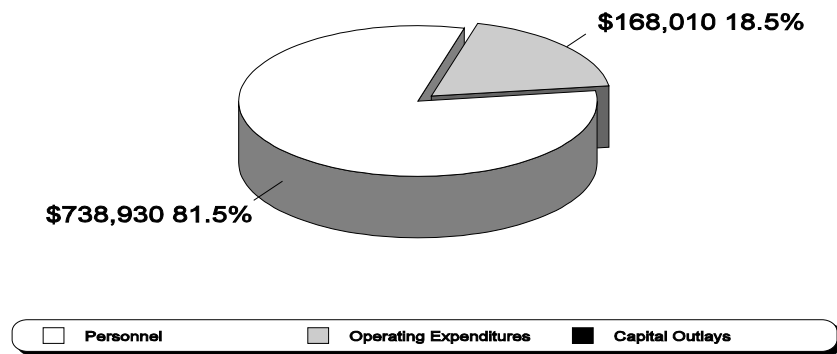
Human Resources Department

- continued -

- Continue to offer the most cost-effective and comprehensive benefits package to City employees.
 - Research and provide to employees the best, most cost-effective benefits package available.
 - Ensure salary equality and competitiveness at all levels within government.
 - Continually review and improve other, non-medical and non-monetary benefits.
 - Foster professional and personal development for City employees.
 - Provide a variety of professional development opportunities for City employees.
 - Provide personal development opportunities for City employees.
 - Created benefits package offering same high level benefit options with minimal increase to premiums for active employees
 - Enhanced EAP program and random drug testing program for CDL drivers.
 - Continued successful operation of employee mediation program thus reducing the number of overall employee grievances.
 - Executed 2008 Benefit Expo for City Employees and retirees.
 - Continued to provide quality training to City Employees in citizen service, EEO/Harassment, work/life, and leadership areas.
 - Successfully negotiated and implemented provisions of union contracts.
- Significant Changes:**
- Completed revisions and updates to the City's rules and regulations.

<i>Budget Summary</i>	<i>FY 2007 Actual</i>	<i>FY 2008 Adopted</i>	<i>FY 2009 Adopted</i>	<i>Percent Change</i>
Personnel	\$573,240	\$613,620	\$738,930	20.42%
Other Operating Expenditures	163,410	168,010	168,010	0.00%
Total Expenditures	\$736,650	\$781,630	\$906,940	16.03%

Human Resources Department
Budget By Expenditure Type



Because the Human Resources Department consists of only one major division, a comparison of divisional budgets is not applicable.

Human Resources Department Staffing Summary

	<i>FY 2007 Actual</i>	<i>FY 2008 Adopted</i>	<i>FY 2009 Adopted</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Personnel	7	7	7
Department Total	7	7	7

Staffing Summary By Position - FY 2009 Permanent Positions

Total
FTE

Human Resources (HR):

Human Resources Director	1
Benefits Administrator	1
Training Programs Administrator	1
HR Office Administrator	1
HR Associate I	2
Recruitment/Employee Relations Admin. . .	1

Contractual and Temporary Positions

The Human Resources Department has various temporary positions for an Intern Program.